

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 13-111

**OPEN TO:** All Interested Candidates  
**POSITION:** Mail Clerk, FSN-4, FP-AA\*  
**POSITION NO:** N-55128  
**WORK HOURS:** Full-time; 40 hours/week

**OPENING DATE:** July 17, 2013  
**CLOSING DATE:** July 30, 2013

\*Not-Ordinarily Resident: US\$ 24,518 p.a. (Starting salary)  
(Position Grade: FP-AA to be confirmed by Washington)  
\*Ordinarily Resident: Rs.568,081 p.a. (Starting salary)  
(Position Grade: FSN-4)

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Mail Clerk in the Mail Room.

### **BASIC FUNCTION OF POSITION:**

The incumbent under the direct local Mail Room supervisor is responsible for day-to-day operations of the consulates mailroom and reproduction operations. The incumbent is responsible for coordinating with the consulate's General Services Office (GSO), airport and customs officials for the delivery of all unclassified diplomatic shipments. The incumbent is also responsible for insuring that all shipments conform to established Department of State regulations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of ten years of education is required.
2. **EXPERIENCE:** Three years of postal or mail handling related experience is required.
3. **LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and Urdu are required. Language skills may be tested.
4. **KNOWLEDGE:** Incumbent must have a basic knowledge of postal regulations.
5. **ABILITIES & SKILLS:** Incumbent must be able to compute the weights, both pounds and kilograms. Basic computer skills in MS Office Suite are required. Incumbent must be able to lift the weight about 70 lbs. Must be able to interpret the postal regulations, charts and tables to the customers.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.
9. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

Applications can also be submitted by email at [PakJobs@state.gov](mailto:PakJobs@state.gov). While submitting through email, the Vacancy Announcement Number (e.g. 13-111) must be mentioned in the subject line.

**SUBMIT COMPLETED DS-174 TO:**

**Human Resources Office, U.S. Embassy Islamabad  
P.O. Box 1048, GPO, Islamabad.**

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any document with your application at this stage. Only those candidates meeting all the requirements will be contacted for their test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 30, 2013**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.